



THINGS TO KNOW ABOUT PRINTING & PUBLISHING

Government Support Services maintains a full service printing and publishing center in Dover and a satellite operation in Wilmington. Both locations are committed to providing our customers with the highest quality service possible.



Services in Dover

Design services to help plan and layout your printing project
Quality offset and high-speed digital printing
High-speed, high-quality networked digital color copying
Laminating
A wide variety of binding and finishing
24-hour turnaround quick copy service
Printing consultants are available to visit you on-site to answer any questions and to guide you through all your printing projects. Simply Contact us between 8 a.m. to 4:30 p.m. at (302) 857-4520.



Services in Wilmington

Offer full-service printing through our Wilmington location
We offer our customers a 115 impression per minute production capability
24-hour turnaround quick copy service
Offer digital color copying for your "special presentations" on paper or transparencies through our office
Contact us between 8:00 a.m. to 4:30 p.m. at (302) 577-5098.

Copier Resource Management Program

The Copier Resource Management Program (CRMP) simplifies the copier acquisition process for its customers. We stay abreast of the latest trends in the copying and printing industry and use that knowledge to create contracts that are cost effective and appropriate for our customers' needs. By serving as liaison between our customers and vendors, we ensure that contract users receive the service they are entitled to, and we analyze our customers' copying and printing needs so they acquire the appropriate equipment without having to deal with sales pressure.

All state agencies within the executive branch of state government and all state agencies that are located in facilities that are managed by the Office of Management and Budget must have a written recommendation from CRMP before they acquire a copier. CRMP will also provide consultation to any other entity that is eligible to use a state contract for copiers.

For more information, please contact the Copier Management Coordinator, Mark Stewart, via e-mail or by phone at (302) 577-5093.

Design Consulting

Our staff are knowledgeable in all of the latest standards and techniques of the design industry and can assist you by designing your project or working as a liaison between you and the outsource design firms that the Printing and Publishing Office has contracted to design for the state.



CD Duplicating Services

The Printing and Publishing Office has the capability of burning up to 100 CD's per hour.

Printing and Copying Services—

Our Printing and Copying services include, but are not limited to:

Letterhead

Creating and or maintaining an identity for your agency is important. Identity is how customers or clients recognize and remember your agency. Stationary is the first step in creating that identity.*

Brochures, Flyers and Newsletters

Whether it is to your customers or internal staff, disseminating information is critical to achieving your agencies mission. Brochures, Flyers and Newsletters help to provide the wealth of information about your services or policies and help to bring the end user in for more.*

Programs, Invitations

Programs and Invitations are a great courtesy to attendees of special events. Programs inform and establish a timeline for the event, where an Invitation is a very formal way of inviting attendees. Many high level state functions call for this type of formality.*

Specialty Printing

If you don't see what you need in the other product descriptions, then your item may fall under the category of Specialty Printing. Pens, Pencils, Stickers, Post-Its Notes, 3 ring Binders, and other non-standard objects can be obtained.*

Direct Mail

Direct Mail pieces ranging from Postcards and Brochures to Letters and Statements can be design and printed in single color (usually black) or full process color and merged with information from your customer/client databases to create meaningful, personalized publications.*

Reports, Directories, Manuals

Does your agency need to report its progress to your Director, the Legislature, a Board or Commission, or the Governor? Does your agency direct the public to services available from your Division, Department or the entire State? Does your agency provide training or educational services internally, to other agencies or to the public? An answer of yes to any of these indicates the need for a Report, Directory or Manual. Where an advertising piece gives your users a place to start, Reports, Directories and Manuals provide them with the details necessary to evaluate the value of a program, locate services or instruction on what they need to do.*

Bindery Services

Trimming, cutting, folding, binding, numbering, perforating, laminating, die-cutting, and padding is just a sampling of what the Printing and Publishing Office can offer for out-printing materials.*

Quick Copy

24-hour turnaround service • Black ink only • Each finished product can not exceed 75 pages
Unfinished or staple-finish only

This service is limited to 10,000 impressions. An impression is counted as one per side being printed.
A two sided document would be two impressions.*

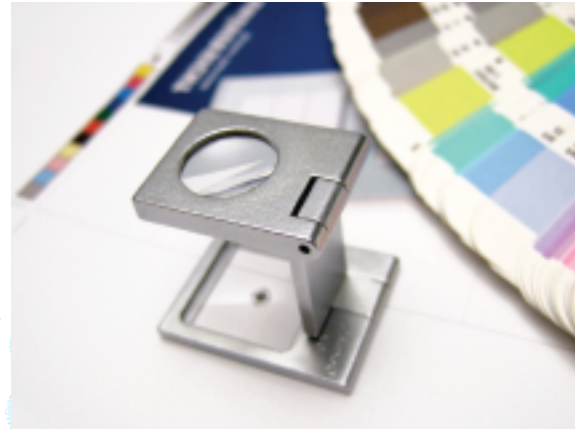
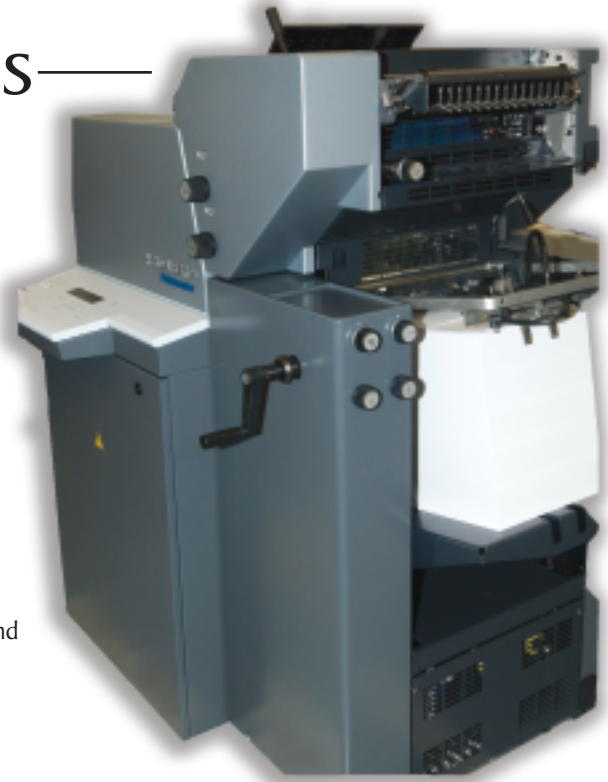
Maps, Displays, Signs, Posters, Overhead Transparencies

Meetings, educational seminars and events often call for Maps, Displays, Signs, Posters or Overheads to visually illustrate information and concepts. They are an important element to the instruction process. The Printing and Publishing Office can design and print Maps, Displays, Signs, Posters and Overhead Transparencies in any necessary size and color, and can laminate them all (excluding transparencies).*

Paycheck Stuffers

Printing and Publishing, in coordination with the State Treasurer's Office and the Department of Technology and Information, can assist your agency with printing material to be placed in state employee paychecks. Please contact Lisa Embert at (302) 744-1016 from the Treasurer's Office to coordinate this service and provide Printing and Publishing with a Work Order.*

*The Printing and Publishing Office can design and print all the above in 1, 2, or 3 spot colors or in full process color in various sizes on a wide range of desktop printer friendly stocks.





Dover Office

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302-857-4520

Wilmington Office

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302-577-5098

<http://gss.omb.delaware.gov/ppo/index.shtml>

